

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT : Establishment of Agency Policy for Use and Reimbursement  
for Official Travel by Privately Owned Vehicle**

1. This memorandum contains a recommendation submitted for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 4.

2. Area Divisions of the Clandestine Services have varied considerably in their interpretations of the regulations concerning authorization for the use of a privately owned vehicle on official travel. These variations have been largely in the reimbursement for mileage and the per diem paid to employees and dependents in connection with PCS transfers, overseas [REDACTED]. The question of allowing full per diem and mileage rates or limiting reimbursement to constructive costs by common carrier is a basic point of disagreement.

3. The SOTRs authorize travel by POV without limitation of reimbursement to constructive costs by common carrier whenever it is determined that such transportation is more advantageous to the Government. Paragraph 1843.1 of the Foreign Affairs Manual, Volume VI, outlines the policy of the Department of State and is quoted:

" . . . When three or more authorized travelers travel together by privately owned conveyance on a mileage basis, it is hereby determined that such mode of travel is more advantageous to the Government, and the travel expenses involved shall be paid in accordance with SOTR 3.5b(1) and (2), provided that, when a travel authorization specifies a lower mileage rate than that authorized in SOTR 3.5b(1), the provision of the travel authorization shall govern. (For the purposes of this section, two children under 12 years of age shall be considered as one person.)"

4. It is recommended that the Agency adopt the policy followed by the Department of State, as outlined in paragraph 3 above, to permit travel by privately owned vehicle on a per diem and mileage basis without limitation to constructive costs by common carrier whenever three or more authorized travelers travel together. For this purpose, two children under 12 years of age shall be considered as one person.

  
Special Support Assistant/DOS

STATINTL

The recommendation contained in paragraph 4 is approved.

/s/ H. Gates Lloyd

Attyng  
Deputy Director 28 Feb 63  
(Support)

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